

# Approved Meeting Minutes

## Middle School Building Committee Meeting

**July 14, 2014 – 8:15 am**

**BOE Conference Room, 3<sup>rd</sup> Floor Annex Building**

**5 Linsley Street, North Haven, CT**

### Committee Members in Attendance:

Miriam Brody, Lou Coppola, Sr., Gary Johns, David Mikos, Bruce Morris, Walter Nester, Jr., Michelle Spader, Dyann Vissicchio

Absent: Goldie Adele, Michael Brandt, and Joseph Porto

Others in Attendance: Kristine Carling, Jeff Donofrio, Ed Swinkoski, Phil Diana, Dr. Robert Cronin, and Phil Piazza

Meeting called to order by Chairman Johns at 8:15 am.

Motion to approve the July 7, 2014 minutes made by Bruce Morris. Motion was seconded by Dyann Vissicchio and unanimously passed.

Old Business: The middle school project went before the Planning and Zoning Commission last week. The 8-24 Referral was granted and the project is allowed to move forward. Johns shared a Quinnipiac Valley Health District memo dated July 3, 2014 that included recommendations they had for the middle school project.

New Business: None

Correspondence: None

Approval of Invoice: Shoreline Publishing \$405.00 for the insertion fee in the North Haven Courier

Motion to accept by Bruce Morris. Seconded by Walter Nester, Jr. Motion unanimously passed.

Motion to add the approval of an invoice from the Record Journal for \$500 made by Bruce Morris and seconded by Walter Nester, Jr. This represents the insertion fee in the North Haven Citizen.

Motion to approve the \$500 invoice from the Record Journal made by Bruce Morris and seconded by Walter Nester, Jr. Motion unanimously passed.

The committee went over the draft RFQ for construction management services. The scope of the construction manager's responsibilities was discussed. The committee also discussed the timeline of the RFQ process. Donofrio explained that the contract will be given to the prospective construction managers at same time as the RFP so it avoids any delay getting started with whomever is awarded the contract. In doing so, they are fully aware of the terms of the contract and there is no time spent haggling over contract details after the contract has been awarded.

Dave Mikos asked if the process the committee is undertaking to hire a construction manager is different than the process undertaken during the high school project. Donofrio explained that when the high school was built there was

not a state statute in place that required committees to follow the RFQ/RFP procurement process. This formal process, was put in place in 2007.

There was also discussion about hiring an owner's rep and the committee's personal preference regarding how much time they would like the owner's rep to be onsite. Donofrio's suggestion was to have the owner's rep onsite in the field office with the construction manager every day. The owner's rep should be hired for the project before the bids go out, which means sometime this winter.

Motion to approve the RFQ for construction management services was made by Bruce Morris and seconded by Lou Coppola. Motion unanimously passed.

The next meeting will be Monday, July 21, 2014.

There was a motion to adjourn at 9:02 am by Bruce Morris and seconded by Dyann Vissicchio. The motion unanimously passed.

Respectfully submitted,

Michelle Spader  
Committee Secretary